



United States Department of Agriculture

Natural Resources Conservation Service

CONSERVATION CLIENT GATEWAY

CONSERVATION ASSISTANCE JUST A CLICK AWAY

With Conservation Client Gateway, you can:

- Request conservation technical assistance
- Apply for financial assistance through the Farm Bill's conservation programs
- Review and sign conservation plans and other documents
- Document completed practices and request practice certification
- Request and track payments for completed contract items
- Store and retrieve your conservation files, including documents and photographs

Coming Soon - A new Mobile Payments App



Online Access to Conservation for Farmers and Ranchers

Conservation Client Gateway is an NRCS website that provides secure access to conservation plans, practice implementation schedules, financial applications, contracts, and supporting documents and payment information.

Instead of driving to your field office multiple times, Conservation Client Gateway enables you to request assistance, sign documents and interact with NRCS field staff online at your convenience. NRCS staff will still be available in person to work with you in the office or field. This secure online tool just provides another option for client service.

www.nrcs.usda.gov/clientgateway

USDA is an equal opportunity provider and employer.

HOW TO SET UP ACCOUNT WITH NRCS CONSERVATION CLIENT GATEWAY

Step 1: Get Started

Step 2: Create eAuth Account – Validate Identity

Step 3: Link Client Record to eAuth Account to

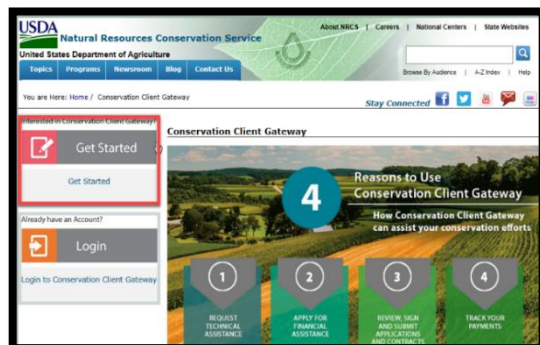
NRCS CONSERVATION CLIENT GATEWAY

How to Set Up Account for Conservation Client Gateway in 3 Simple Steps

Step 1 "Get started"

1. **Before you get started:** You will need an individual USDA client record (SCIMS) with a SSN for TIN and primary email address and phone number. Contact your local Service Center Office to confirm you have a record with the required email address and phone before starting the process

Note: If you are not an existing client, or unsure if you have the required email in your record, you will need to contact the local Service Center Office for assistance, before you can sign up for Conservation Client Gateway.



2. Once you have ensured that you have an individual USDA client record, and that it is connected to a primary email and phone you can start the process to create your USDA Level 2 eAuthentication account on the **USDA eAuthentication Website Create an Account – Register for Level 2 Account Page** at <https://identitymanager.eems.usda.gov/registration/selfRegistrationForm.aspx?level=2>

3. Create Your Level 2 eAuthentication Account

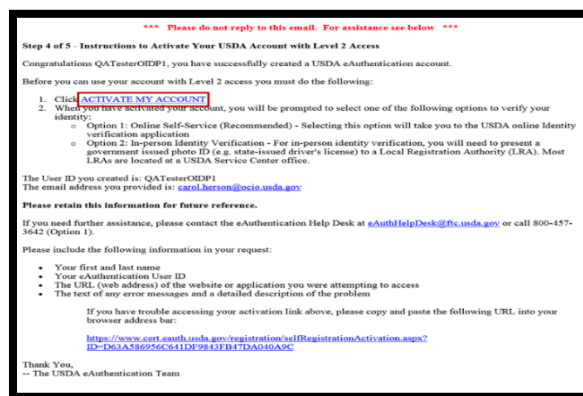
A. Create Account Profile:

- ◆ User ID – pick your own (it may default to your email, you can change this)
- ◆ Password- create a strong password – make note of this password for future reference
- ◆ Date of Birth
- ◆ First/Last Name as on Govt. Issued Photo ID
- ◆ Contact information (email address, phone, physical address)
- ◆ Provide answers to 4 security questions – **(Very important – make note of the answers you provide, they will be used to recover your password if you should forget it)**

B. Submit the eAuth Account Registration form

4. **An Email is going to be sent to the address provided in the profile. Please click "Activate My Account" link**

- This email is sent after you complete and submit the Level 2 account registration form. The account must be activated before you take steps to have your identity verified. This is a security feature to ensure you really created the account.



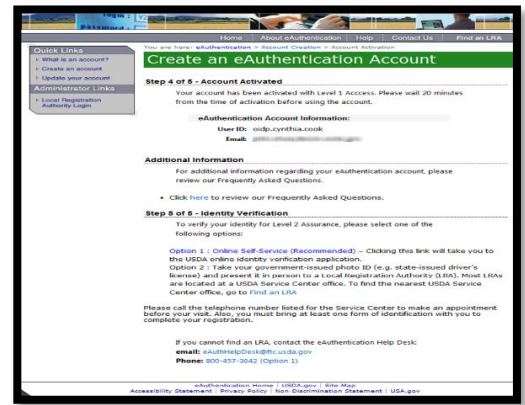
Step 2 "Identity Verification"

Identity Verification - Options

- You will be taken to this web page after clicking the "ACTIVATE MY ACCOUNT" link in the email.

Option 1: Online Self-Service verification – Recommended

Option 2: Find an LRA, in-person verification, this will take you to the LRA locator website. You can locate an LRA to visit in-person for verification of your identity.



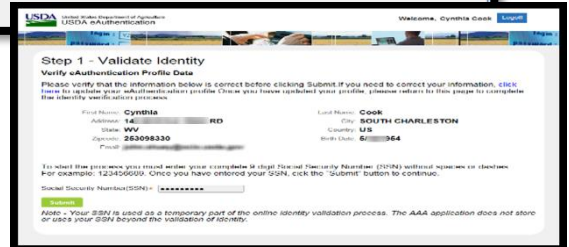
When you select **Option 1** online identity verification - Login with your eAuth User ID and Password:

Phase 1: Agree to Terms of Service



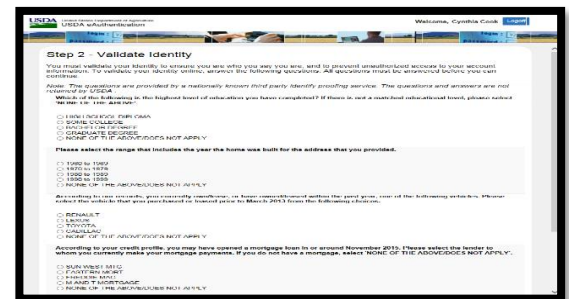
Phase 2: Enter SSN

- To start the process, you must enter your SSN, and click "Submit".



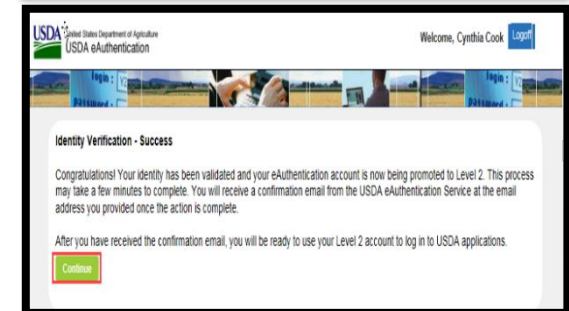
Phase 3: Take Quiz

- A quiz page is displayed if the Identity Verification service provider has enough data to provide a quiz for you.
- There are 5 questions on the quiz, and you must answer all questions before submitting. If you fail the quiz for any reason, you will need to visit an LRA for in-person identify verification.



Phase 4: Verification Success

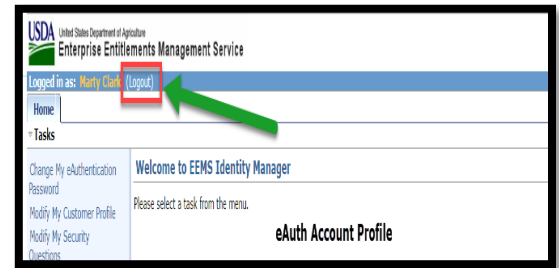
This page is returned when you successfully complete the online identity verification process. The eAuth Account is updated to Level 2 assurance, and confirmation email is sent to you. Click "Continue".



Step 3 “NRCS Conservation Client Gateway Users – Link Client Record to eAuth Account”

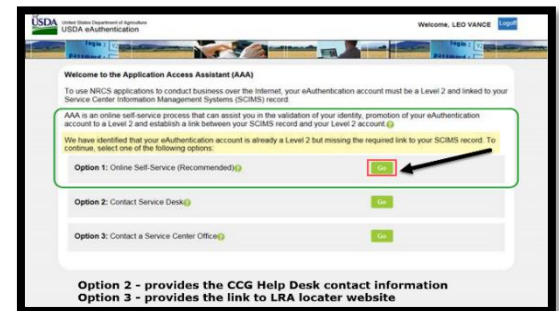
You will be taken to your eAuth Account Profile page. **To access Conservation Client Gateway, you must:**

1. Logout of your eAuth Account Profile.
2. Go to the **Conservation Client Gateway website** at www.nrcs.usda.gov/clientgateway and login. Where you will be taken through the process to link your USDA client record/SCIMS to your Level 2 eAuth account.



3. After login to Conservation Client Gateway you will be taken to this page. It will notify you that the account is a Level 2, but is missing the required SCIMS link.

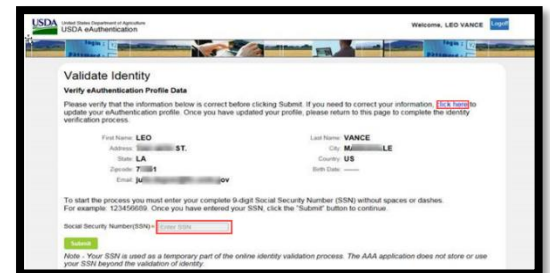
To start the online link process, you will need to select **Option 1**.



4. You must enter your SSN, and click “**Submit**”

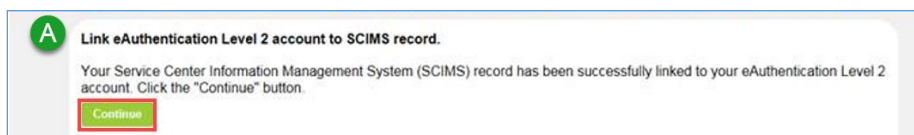
- ❖ You can also verify your eAuth Account data. If is not correct, use the ‘click here’ link to update your eAuth profile information.

Note if you have issues or fail the online link process contact the Help Desk at 970-372-4200

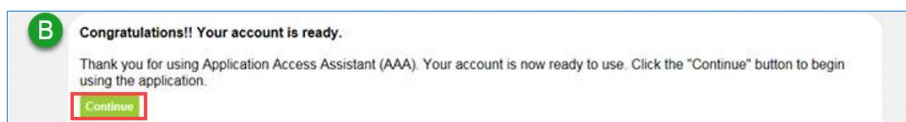


5. Link Success –

- a. Level 2 eAuth Account is linked click “**Continue**”.



- b. Success notification click “**Continue**”.



- c. You will be taken to the Conservation Client Gateway Home Page. You can now view your information and submit requests for assistance.

